



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS
NO.:
47978

PROJECT: Exterior Lighting System Upgrades – WE Dunn WRF (PID No. 002476A/2153)

BID NUMBER: 145-0487-CP(DF)

TYPE: Purchase Contract Other: Construction-Less than \$100,000 One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 36-40 **PRODUCT ONLY**
This is an annual contract. Estimated Expenditure: \$810,594.00

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. J. Lauro, Director C. Mancuso, Asst. Director D. Fechter, PAC	8/25	<i>[Signature]</i>		
2.	Requesting Dept. Kevin Becotta, Director Tom Menke, PM Trina Shisler, Contracts	8/28/15 8/29/15 8/27/15	<i>[Signatures]</i>		

Using Dept please provide below information:

A. Yes, funding for this project is using grant funding. No, funding for this project is not using grant funding.
If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

B. to 8/27/15 Initial and Date Funding is available for this project.
Provide title of funding source Sewer Enterprise Fund

C. Please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Email)

3.	<u>BCC Finance</u> Attn: Cassandra Williams	9/2/15	<i>[Signature]</i>		
4.	<u>Risk Management Director</u> Attn: Virginia E. Holscher (Check applicable box at right)	9/3/15	<i>[Signature]</i>	see Attached Sect C to Replace Pg 36-40	HIGH RISK
5.	<u>Legal</u> Attn: Miles Belknap	9/8/15	<i>[Signature]</i>		
6.	<u>Asst. County Administrator</u> Attn: Paul Sacco <i>Pick Takey</i>	9/10/15	<i>[Signature]</i>		

RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: **D.Fechter** at Extension 3154
In order to meet the following schedule, please return your requirements to Purchasing by: **9/4/15**

TENTATIVE DATES	
Advertisement: 9/18/15	Opening: 10/20/15